POWERING POTENTIAL

JOB DESCRIPTION

Legal Counsel

1. ROLE SPECIFICS	
Job Title:	Legal Counsel
Grade:	To be confirmed
Reports to:	Head of Legal
Location:	QA Higher Education
Department:	Legal
Vetting Requirement:	Basic DBS

2. ABOUT THE ROLE	
What you'll be doing	QA Higher Education is seeking to appoint a Legal Counsel to provide practical, commercially focused legal advice across a broad range of matters. This newly created role reflects the growing importance of legal and regulatory expertise as QAHE continues to develop its operating model, partnership activity and governance arrangements. Reporting to the Head of Legal, the postholder will support the organisation across commercial, corporate, governance and higher education regulatory matters. The role will involve drafting and reviewing contracts, advising on legal risk, supporting strategic projects and helping to strengthen the legal framework across QAHE. This role would suit a confident and collaborative legal professional looking to broaden their experience in a dynamic, regulated higher education environment, with exposure to a wide range of commercial and organisational priorities.
Key Responsibilities	• Provide clear, practical legal advice across commercial, corporate, governance and regulatory matters. • Draft, review and negotiate contracts, agreements and legal documentation, including commercial, partnership and collaboration arrangements. • Support legal compliance and risk management by providing solution-focused advice to stakeholders across the organisation. • Advise on data protection, consumer protection and contractual provisions where relevant to QAHE activity.

	• Support the development and review of internal policies, procedures, terms, conditions and governance documentation. • Identify, manage and escalate legal and regulatory risks appropriately, ensuring material issues are raised with the Head of Legal. • Work with internal stakeholders and external legal advisers to ensure timely, proportionate and commercially sound outcomes. • Maintain awareness of legal and regulatory developments relevant to higher education and the wider business.
KPIs & SLAs	• Legal advice is accurate, timely, practical and aligned to organisational priorities. • Contracts and agreements are reviewed, drafted and negotiated within agreed timescales. • Legal, commercial and regulatory risks are identified, managed and escalated effectively. • Stakeholders receive clear guidance that enables informed, risk-based decision-making. • Policies, procedures and legal documentation are reviewed and updated to support compliance and good governance.
Key Working Relationships	Head of Legal; senior leaders; academic and professional services teams; governance, compliance and quality colleagues; commercial and partnership teams; external legal advisers; and colleagues across QA Higher Education and the wider QA group.

1. ABOUT YOU

Your Experience	• Qualified solicitor, or equivalent, with post-qualification experience gained in-house or in private practice. • Experience drafting, reviewing and negotiating commercial contracts and agreements. • Experience providing practical, risk-based legal advice to stakeholders. • Strong legal research, analytical and drafting skills. • Experience supporting corporate, governance, compliance or policy matters. • Previous experience in higher education, regulated services or consumer-facing services.

Your Knowledge	• Commercial law, contract law and legal risk management. • Practical application of legal principles in a business or organisational context. • Working knowledge of data protection, consumer protection, intellectual property and/or corporate governance. • Legal and regulatory considerations relevant to higher education or regulated environments. • IT literate with good experience of Outlook, Word, Excel, Teams and responsible use of emerging technologies, including AI tools.
Your Qualifications	• Qualified solicitor in England and Wales, or equivalent professional legal qualification. • Post-qualification experience, with approximately 3-5 years' PQE as a guide. Other levels of experience will be considered. • Evidence of ongoing professional development relevant to legal practice.
What you'll bring to QAHE	Sound judgement, commercial awareness and a collaborative approach, with the ability to provide clear legal advice in a complex and fast-moving higher education environment. You will be motivated by helping colleagues make informed, risk-based decisions while supporting QAHE's strategic priorities and commitment to good governance.

3. WORKING AT QA HIGHER EDUCATION

QAHE is a private UK higher education provider working in partnership with UK universities to recruit to and deliver a range of programmes from foundation level to undergraduate and postgraduate degrees. We currently teach over 17,000 students from all over the world. We work with our partner universities across course subject areas including Accountancy, Business, Computing, Cyber, Digital Marketing, Events Management, Project Management and Web Development, all delivered in city centre locations.

We believe everyone should be given access to outstanding higher education and our aim is to make that possible.

QAHE is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs. We hold the expectation that all staff share this commitment in creating a safe and inclusive environment and, as an organisation, we comply with relevant legislation and best practice in safeguarding.